## Job Title
Association Manager Position

## Employer/ Agency
BPD – The Association of Baccalaureate Social Work Program Directors

## Job Description
Exciting opportunity with a dynamic organization for an individual who is able to multi-task, is highly organized, able to work independently, has strong interpersonal skills, and cares deeply about the needs of the organization’s membership. The individual must live in or be willing to relocate to the Washington D.C. area.

Carries out the day to day management and operations of the Association under the direction of the Board of Directors, which includes but is not limited to:
- Communicate with diverse stakeholders including staff, members, and Board of Directors
- Provide efficient and timely communication with membership
- Perform the work of annual conference under the direction of the Conference Planning Committee, Community Stakeholders, and the Executive Committee of the Board
- Provide financial management and bookkeeping
- Provide file and database management
- Manage Association’s blog, social media, and website
- Some overnight travel required (less than 10% a year)
- Other duties as assigned

## Qualifications
- A bachelor’s degree and a minimum of 5 years of program administration experience preferably with a nonprofit and/or membership organization
- Preferred BSW/MSW or related degree with a knowledge of social work education
- Excellent oral and written communication skills
- Proficient computer skills including Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Must be bondable and eligible to work in the United States

## Salary/Hours
Full time salaried position requires 40 hours a week on site with limited remote work possibilities as negotiated, evenings and weekends as needed.
- Salary commensurate with experience (range of $50,000 to $60,000 a year)
- Benefits include health, retirement, vacation, and sick leave

## Employer/Agency
BPD – The Association of Baccalaureate Social Work Program Directors

## City, State, Zip
Washington, D.C.

## Email Address
bpdboardofficial@gmail.com

## Application Method
Interested candidates should submit a letter of intent and resume to bpdboardofficial@gmail.com

## Opening Date
Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.